

Great Falls School District

PERSONNEL

5120

Hiring Process and Criteria

The Superintendent is responsible for recruiting personnel, in compliance with Board policy, and making hiring recommendations to the Board. The District will make every effort to hire personnel appropriately licensed and endorsed in accordance with state statutes and Board of Public Education rules, consistent with budget and staffing requirements and will comply with Board policy and state law on equal employment opportunities and veterans' preference. All applicants must complete a District application form in order to be considered for employment. Each applicant must provide a written authorization for a fingerprint based federal criminal background investigation. The Human Resources Director or designee will keep a conviction record confidential as required by law and District policy. Each newly hired employee must complete an Immigration and Naturalization Service (I-9) Form, as required by federal law.

Employment of Employee Family Members

Members of an employee's immediate family may be considered for employment by Great Falls Public Schools provided the individual possesses all the qualifications for the position for which he/she is applying. However, under no circumstances may one member of an immediate family hire, promote, or supervise an immediate family member nor shall the regular hiring or evaluation processes of the District be suspended to accommodate immediate family members. In order to avoid undue influence in the evaluation process, two members of an immediate family may not be assigned to the same school in a direct line of supervision, unless authorized by the Superintendent due to extenuating circumstances. Further, family members shall disqualify themselves from any personnel matter, such as employment, assignment, promotion, compensation, evaluation, discipline, suspension or dismissal, of his or her immediate family.

For the purposes of this policy, immediate family members shall include: spouse, brother, sister, parent, step-parent, children, step-children, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandmother, grandfather, grandchild, adopted children of the employee or the spouse of the employee, and any other member of the employee's household.

Certification

The District shall require that its certificated and licensed staff hold a valid Montana certificate or license that demonstrates proper endorsement and licensure for the role and responsibilities for which they are employed. Failure to meet this requirement shall be just cause for termination of employment. No salary warrants may be issued to the staff member unless a valid certificate for the role to which the teacher has been assigned has been registered with the County Superintendent within sixty (60) calendar days after the term of service begins. Each contracted teacher and/or administrator shall bring their current, valid and registered license at the time of

employment and at each renewal of certification as well as at the time of initial employment to the Human Resources Office.

The Human Resource Office shall update the Employee Information System as necessary. In addition, the Human Resource office will retain a copy of each contracted certified employee's current, valid, and registered license in the employee's personnel file for a minimum of two (2) years.

Reference Checks

The Board authorizes the Superintendent or designee to inquire from past employers about an applicant's employment on topics including but not limited to: title, role, reason for leaving, work ethic, punctuality, demeanor, collegiality, putting the interests of students first, and suitability for the position in the District. Responses to these inquiries should be documented and considered as part of the screening and hiring process.

Employment Procedures

The Human Resources Director will develop a hiring procedure that invites, identifies, and selects quality employees. The Human Resources Director, with District administrators and supervisors, will screen, interview and recommend through the Superintendent to the Board of Trustees, persons for employment. Periodically the Human Resources Director will present a review of the district hiring procedures to the Board of Trustees.

Cross Reference:

Policy 5122 Fingerprinting and Criminal Background Investigations
Policy 5010 Equal Employment Opportunity & Non-Discrimination

Legal Reference:

§ 20-3-323, MCA District policy and record of acts
§ 20-4-202, MCA Teacher and specialist certification registration
§ 39-29-102, MCA Point preference or alternative preference in initial hiring for certain applicants – equivalent selection procedure

Policy History:

Adopted on: July 1, 2000
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